



PROGRAM: Pathway Technology Campus

POSITION: Employment Specialist (Full-time)

DEADLINE: RESUME AND COVER LETTER MUST BE RECEIVED NO LATER THAN May 26, 2010

OUR HISTORY: Pathway Technology Campus (PTC) is a program of Inquilinos Boricuas en Acción (IBA) in partnership with Bunker Hill Community College (BHCC) providing educational and workforce development opportunities to residents of Villa Victoria and nearby housing developments in the South End and Lower Roxbury. IBA is a dynamic community building agency in the South End dedicated to increasing the social and economic power of individuals and families through education, economic development, technology and arts programming that builds safe, vibrant and culturally diverse affordable housing communities.

Through sites in the South End and in Lower Roxbury, PTC provides residents an opportunity to take adult education (GED/ESL), college-level classes and workforce certificate programs while offering academic support services, job readiness training, tutoring, childcare and case management needed to demystify college and the workforce in order to open a pathway to economic self-sufficiency. IBA seeks a dynamic individual with demonstrated community building skills to assume the leading role of **Employment Specialist** at both PTC sites.

JOB SUMMARY:

The Employment Specialist will maintain the following objectives as a basis for everything they do.

1. Coordinate holistic approach of support for PTC students including, but not limited to, job search and job readiness training (including resume and cover letter creation, etc.), career coaching, coordinate career exploration activities, volunteer opportunities and soft skills workshops.
2. Conduct extensive outreach to potential employers to market individuals, to create pool of employers and develop job opportunities for PTC students.
3. Assist students in developing EP's (Employment Plans) that include goal setting, job searching strategies, clear job assignment recommendations and intervention strategies for worksite productivity/performance.
4. Improve the employability of PTC students and assists individuals to locate and sustain employment.
5. Provide individualized assistance to students to address problems/ barriers hindering their success and find solutions. Work with students to develop action plans to overcome obstacles and serves as referral source for additional counseling services as needed.
6. Provides post placement services including follow up with job-seeker and/or employer to ensure job retention and document progress

As a full-time Employment Specialist you will be responsible for providing a supportive environment for PTC students by: assisting students in developing career goals and creating plans for achieving them; providing case management, vocational counseling, and coordinate vocational services; providing job readiness training and one-on-one sessions with students; developing workforce opportunities; assisting with the coordination of ancillary services; and scheduling appointments and visits to job fairs with students. This position will be primarily housed in the South End site at IBA but will work a percentage of hours at the Lower Roxbury site at the YMCA Central Branch on Huntington Avenue.

QUALIFICATIONSS:

- Bachelor's degree in human resources, business, marketing or a related area required;
- Two or more years of experience in job development, working with employers, career services, out placement services or sales experience in the corporate or non-profit sector required.
- Experience working with low-income, ethnically diverse communities required.

- Case Management experience preferred.
- Excellent computer, verbal and written communication skills required.
- Ability to multi-task and handle a high pressure environment with timeline pressures.
- Experience in organizing, writing and presenting reports and presentations preferred.
- Bilingual in English and Spanish preferred.
- Good moral character, mature judgment and a strong sense of responsibility and dedication.
- Highly positive and enthusiastic style capable of motivating others.

Please send your cover letter and resume to:

Inquilinos Boricuas En Accion (IBA)
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